



Take full advantage

## PACK FACT

### How to Claim “Meal Entertainment”

#### What can be included?

- ✓ Meals only
- ✓ Meals & Drinks combined
- ✓ Take Away Outlet meals where the business has dine-in facilities
- ✓ Meals whilst on holidays (Australia or Overseas)
- ✓ Meals & Drinks supplied by professional caterers eg. weddings, birthdays

#### What is excluded?

- ✗ Drinks only
- ✗ Tips
- ✗ Theatre Restaurants
- ✗ Theme Park/Concert entry
- ✗ Marquees, equipment, seating, band costs etc, associated with professionally catered functions

#### When submitting claims, follow these steps for quick processing:

1. Complete a “Remunerator Reimbursement Claim Form” supplying the following :-
  - Your name
  - Your package number
  - Total amount of claim (excluding any “Tips”).
2. Attach original receipts, tax invoices or Eftpos slips showing:-
  - Name of Restaurant
  - Amount
  - Date(Credit Card statements are unacceptable).
3. Post your claim to Remunerator for processing.
4. Refer to Remunerator’s website for details of claims processed.

#### **Important Points to Remember**

- Receipts/tax invoices must be submitted in batches with a **total value of \$100 or more** with each receipt **not being less than \$10**.
- Receipts in foreign currency will not be accepted. If receipts are not in Australian currency, please provide evidence of the exchange rate and convert the amount into Australian dollars or provide a bank or Internet statement showing the converted amount.
- Originals only, copies are not accepted.
- Remunerator Reimbursement Claims forms are available from [www.remunerator.com.au](http://www.remunerator.com.au)

**For further information regarding reimbursement claims please refer to Pack Fact - “How do Reimbursements work?”**

#### DISCLAIMER

The information supplied on this page is provided as an information guide only. It contains Remunerator (Aust) Pty Ltd ACN 074 423 966 interpretation of the current Tax Legislation which is subject to change at any time without notice and should not be relied on as a substitute for legal or other professional advice. Example uses income tax rates effective 1<sup>st</sup> July 2006.

Issued: Nov 06

Remunerator (Aust) Pty Ltd ACN 074 423 966  
Remunerator House  
695 Burke Road Camberwell Vic 3124  
P.O. Box 1247 Camberwell Vic 3124

Tel: 1300 654 834  
Fax: (03) 9882 5444  
[www.remunerator.com.au](http://www.remunerator.com.au)